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1-24-2017

# SR-16-17-24 SCWC

Marshall University

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### Recommended Citation

Marshall University, "SR-16-17-24 SCWC" (2017). *Recommendations*. 1786.  
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## Student Conduct and Welfare Committee

### RECOMMENDATION

**SR-16-17-24 SCWC**

Recommends that the Medical Emergency Withdrawal Policy be updated as proposed.

#### **RATIONALE:**

The Student Conduct and Welfare Committee believes that the necessary edits and recommendations were made in order to limit abuse while assisting those students who have experienced extraordinary circumstances such as a serious illness, injury, or catastrophic event. The committee recommends the Office of Student Affairs send a notice to student and the student's academic advisor regarding the outcome of the medical/emergency withdrawal request.

#### **FACULTY SENATE CHAIR:**

Approved by the Faculty Senate: Page Mueller Date: 1/24/17

Disapproved by the Faculty Senate: \_\_\_\_\_ Date: \_\_\_\_\_

#### **University President:**

Approved: Jerome G. Smith Date: 2-1-17

Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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## UPDATED PROPOSAL FOR MEDICAL/ EMERGENCYWITHDRAWAL POLICY

DRAFT 5 24 16

A student may request and be considered for a medical or emergency withdrawal when extraordinary circumstances, such as a serious illness, injury, or catastrophic situation prevents the student from continuing classes. The policy covers physical and mental health, and life-changing difficulties

A medical/emergency withdrawal from the university will constitute a full withdrawal from all academic classes for the requested semester, with the exception of those classes whose completion dates occurred prior to the withdrawal. Refund of tuition and fees will be a separate determination, as will eligibility for future financial aid. These decisions will follow policies, guidelines and schedules set forth by the university and state and federal government. If a student is currently enrolled, consideration should be given to withdrawing from those courses through the regular process prior to requesting a medical/emergency withdrawal.

A request for a medical/emergency withdrawal must be filed within six months of the end of the semester involved unless the student can provide rationale and documentation to show that it was not possible to make the request within this timeframe. Students may apply for a medical/emergency withdrawal by following the guidelines provided below. Application for a medical/emergency withdrawal does not guarantee that a withdrawal will be granted. All requests are evaluated on an individual basis.

All students requesting a medical/emergency withdrawal submit a complete packet of information to the associate dean of Student Affairs. The packet must include:

1. Completed Request for medical/emergency withdrawal in the form of a typed, signed letter, or email from the student's Marshall email account, explaining how the illness, condition, or situation affected their ability to maintain their status as a student at the university and why withdrawing from courses through the regular process is/was not an option for them. The request must also include the student's Marshall ID number and mailing address. Incomplete grades in courses may be arranged in compliance with university policy, and may be an option for students to consider instead of a medical/emergency withdrawal.
2. A. For medical withdrawal-Typed letter from your treating physician(s) recommending a withdrawal for medical reasons. The letter must state the specific rationale for the recommendation, including diagnosis or medical impressions; why the illness or condition prevented the student from maintaining their status as a student at the university; the effective date of the onset of the illness or condition; dates of treatment; and anticipated date of resolution, if applicable. The letter must be on official letterhead and must be signed by the service provider. The letter may be faxed from the treatment provider's fax machine. Medical information will be kept confidential.
2. B. For withdrawal due to catastrophic event-Documentation sufficient to support the student's claim of involvement in a catastrophic situation. Said documentation will